

**Minutes of the of the Governance and Audit Committee
held on 4 February 2016, at 10.00am
5th Floor Meeting Room
12-22 Linenhall Street, Belfast, BT2 8BS**

Present:

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| Mr Brian Coulter | - Chair |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Mr Leslie Drew | - Non-Executive Director |

In Attendance:

- | | |
|-----------------------|--------------------------------------|
| Mr Paul Cummings | - Director of Finance, HSCB |
| Miss Rosemary Taylor | - AD Planning & Operational Services |
| Mr David Charles | - Internal Audit, BSO |
| Mr Tomas Wilkinson | - NIAO |
| Mr Brian Clerkin | - ASM |
| Mrs Michelle Tennyson | - AD AHP/PPI |
| Mrs Cathy McAuley | - Secretariat |

Apologies:

- | | |
|----------------------|-------------------------------|
| Alderman Paul Porter | - Non-Executive Director |
| Mr Edmond McClean | - Director of Operations, PHA |
| Mr Mark Anderson | - Sponsor Branch, DHSSPSNI |

1/16	Item 1 - Welcome and Apologies	Action
	The Chair welcomed Mr Leslie Drew to his first meeting of the committee and noted apologies from Alderman Porter, Mr McClean and Mr Anderson.	
2/16	Item 2 - Declaration of Interests	
	The Chair asked if anyone had any interests to declare relevant to any items on the agenda. No interests were declared.	
3/16	Item 3 - Chair's Business	
	The Chair advised the role of the Governance and Audit committee was raised at a recent PHA Board meeting. This arose from discussion about screening reports and related clinical issues. The Chair said that further discussion with the PHA Board is needed and that the outcome will be reported back to a future meeting of this committee.	

4/16 Item 4 - Notes of previous Meeting – 10 June 2015

The minutes of the previous meeting, held on 9 December 2015, were approved as an accurate record of the meeting.

5/16 Item 5 - Matters Arising

There were no matters arising.

6/16 Item 6 - Corporate Risk Register as at 31 December 2015

Miss Taylor presented the updated Corporate Risk Register and said there was one additional risk CR36: Service Development & Screening Division Staffing Issues and that the rating of CR25: PHA Belfast Accommodation had been reduced from high to medium. The Chair stated that without breakdown of the information on the circumstances giving rise to the new risk it would be impossible for GAC to provide the necessary assurance to PHA Board.

CR35: Service Development & Screening Division Staffing Issues

The Chair asked if figures were available for Voluntary Exit Scheme (VES). Miss Taylor said she did not have detailed information but that risk related to staff absences which included sick leave, maternity leave, vacancy control and the impact of VES. MrsTennyson also assured the Chair that all Directorates were working to review and mitigate the impact of VES.

CR25: PHA Belfast Accommodation

The Chair asked about the longer term uncertainty of accommodation for Belfast. Miss Taylor said that the Department and DFP are to carry out a wider review of all Regional Health Bodies accommodation in Belfast. Miss Taylor added that the Department has approved the business case for the extension of the lease for Alexander House for a further two years and that a business case for the extension of the lease for Ormeau Baths would also be submitted to the department prior to the current lease expiry in February 2017.

Replacement of Non-Executive Director

Mr Drew suggested that as the composition of the PHA Board is not complete with the delays to the appointment of a new Non-Executive that this be added to the risk register. The committee agreed.

Miss Taylor

Members **approved** the corporate risk register.

7/16 Item 7 - Review of Standing Orders and Standing Financial Instructions

Miss Taylor and Mr Cummings advised that the Standing Orders and the Standing Financial Instructions had been updated to reflect current guidance.

Members **approved** the revised Standing Orders and Standing Financial Instructions and recommended them for PHA Board approval.

Miss Taylor

8/16 Item 8 - Review of PHA Scheme of Delegated Authority

Mr Cummings presented the updated Scheme of Delegated Authority (SoDA) which had undergone a further revision, inline with EU thresholds and limits for SBNI.

Members **approved** the updated SoDA and recommended it for PHA Board approval.

Miss Taylor

9/16 Item 9 - Information Governance Action Plan

Miss Taylor updated members on the progress made taking forward the information governance action plan. The action plan was also reviewed by the Information Governance Steering group in January. She highlighted the 'timescale for completion' for the development of guidance for staff on small cell size publication advising that this was a complex piece of work but was content that good progress was being made. She added that with regards to the EDRMS system that technical advice is being sought from ITS.

Members **noted** the action plan.

10/16 Item 10 - Records Management Policy

Miss Taylor advised that the Records Management Policy had been updated and approved by the Information Governance Steering Group.

Members **approved** the revised Records Management Policy and recommended this for PHA Board approval.

Miss Taylor

11/16 Item 11 – Internal Audit Progress Report

Mr Charles updated members on the 2015/16 Internal Audit Annual plan and audit summaries of the final reports issued since the last meeting. Two PHA audits are currently being finalised and will be brought to the next meeting. Mrs Charles also shared the findings of the BSO shared services audit for information. There were five priority one findings and of these one relates to maternity which

affects all HSC organisations.

Payroll Shared Service (2nd audit)

Mr Drew raised his concerns regarding the levels of service and the impact on HSC organisations. Mr Cummings assured members that the significant risks were not generally applicable to the PHA. He said that service improvement plans were in place and that progress is being made but it still remains a concern for all HSC organisations.

Members **noted** the progress report.

12/16 Item 12 – Finance - Report To Those Charged with Governance Progress Report

Mr Cummings presented the progress report on the implementation of recommendations cited in the report. He advised that good progress has been made in addressing the two issues (PHA leases and Prompt payment).

Members **noted** the report.

13/16 Item 13 – Fraud Liaison Officer Update

Mr Cummings advised there were no live cases relating to the PHA. He added that Fraud awareness week took place during November 2015 and noted two circulars HSC (F) 54 Counter Fraud responsibilities of all HSC & NIFRS Employees and HSC (F) 57-2105 Managing Fraud Risk in a Changing Environment.

Members **noted** the report.

14/16 Item 14 – Timetable for Annual Accounts and Report Process 2015/16

Mr Cummings advised that the Department had issued a circular setting out the timetable for statutory reporting, auditing, laying and publishing process for 2015/16 covering annual accounts; governance statement and the annual report. He summarised the working timetable and key dates for PHA.

Members **noted** the timetable and process.

15/16 Item 15 – External Audit PHA Audit Strategy 2015/16

Mr O'Neill presented the audit strategy to members for noting and gave a verbal update of the audit approach and key elements.

Members **noted** the Audit Strategy.

16/16 Item 16 – Allied Health Professional Assurance Framework

Mrs Tennyson presented the Allied Health Professional (AHP) Assurance Framework and gave a verbal update to members. The framework articulates the professional framework and processes for AHPs between the PHA/HSCB and the HSC Trusts. The key performance and assurance roles and responsibilities are corporate control, safety and quality, finance and operational performance and service improvement. The PHA is responsible for monitoring and reporting to the Department on Trust compliance with standards for Medical/Nursing and AHPs.

Members **noted** the assurance framework.

17/16 Item 17 - Date of next meeting

Date 8 April 2016

Time 12 noon

Venue CR 3/4, 2nd floor, Linenhall Street, Belfast

Signed: Mr Les Drew

Dated: 11 April 2016